

20 September 1984

MEMORANDUM FOR: Executive Assistant, OC
Chief, Administrative Staff, ODP
Assistant Director for Policy and Planning, OF
Chief, Support Branch, R&SD/OMS
Logistics Officer, OP
Chief, Policy Branch, P&PG/OS

FROM: STAT

SUBJECT: New Building Project Office, OL

Employee Workspace Standardization

1. The design of the new building has reached the office layout stage. In order to provide the architectural and engineering (A-E) firm with a basis for the layout design, we have established standard workspace and furniture sizes for the Agency's various grade levels. The attached drawings, which are based on General Services Administration standards, are representations of the workspaces which will be provided to the A-E.

2. Although we believe these workspaces will satisfy the majority of requirements, we recognize that there may be valid exceptions. It is requested, therefore, that you determine if, in fact, any exception exists in your office. Should you find that there are valid exceptions, please contact the undersigned and additional discussion will be scheduled.

3. In order that established A-E work schedules can be maintained, please provide this office with your written response no later than 5 October 1984. If you have any questions, or if you require additional information, please call me on extension STAT



STAT

OL 2112-84

Attachment
Workspace Drawings

SUBJECT: Employee Workspace Standardization

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OL/NBPO (20 Sep 84)

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